

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 540-02
	Section: 500 Travel
	Page 1 of 3
	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Meals Involving Overnight Stays	Effective date: 01/01/2017
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 2/12/2020

PURPOSE

To provide policy on meal expenses and reimbursements while in overnight travel status.

LINKS

[Department of Defense International Rates](#)

[State of Arizona Travel Policy Supplement I](#)

POLICY

Reminder: For the purposes of travel policy, all references to “event” should be taken to include the following list: meeting, colloquium, convention, symposium, seminar, assembly, gathering, convocation, course, class, workshop, lecture, forum, event, training, summit, research travel or similar activity held by any association or organization involving discussion, research, or the exchange or dissemination of information.

TRV 540-02: Meals Involving Overnight Stays

1. On the day of original departure, the traveler shall, limited by both the twenty-four (24) hour and six (6) hour constraints, be entitled to a reimbursement for actual amounts spent up to seventy-five percent (75%) of the full date rate of the trip’s destination location (where the traveler will spend the night).
2. On the day of return, the traveler shall, limited by both the twenty-four (24) hour and six (6) hour constraints, be entitled to a reimbursement for the actual amounts spent up to seventy-five percent (75%) of the full day rate of the location in which the traveler last stayed the night, prior to returning to his duty post and/or home.
3. The seventy-five percent (75%) limitation on the days of departure and return is further constrained by the fact that a traveler must be in travel status for six (6) or more contiguous hours before being entitled to any reimbursement for meals. The reimbursement is further reduced by any meals provided to the traveler, whether the traveler consumes the offered meal. It is possible that this will disqualify the traveler from any meal reimbursement for this day.
4. When travel involves an overnight stay of a single night (i.e., the departure occurs on one day and the return on the very next day), a traveler must not claim reimbursement for more than the full-day reimbursement rate in any period of twenty-four (24) or fewer consecutive hours.

COMPTROLLER TRAVEL POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: TRV 540-02
	Section: 500 Travel
	Page 2 of 3
	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Meals Involving Overnight Stays	Effective date: 01/01/2017
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 2/12/2020

5. With respect to trips involving overnight travel, when the travel itself begins on one day and ends on another, e.g., the flight begins at 11:00 p.m. on one day and ends at 3:00 a.m. the following day; on the original day of departure, a meal reimbursement is allowed only if the traveler is in travel status for six (6) or more hours. The meal reimbursement is additionally subject to the seventy-five percent (75%) limitation. The original day of arrival, if it involves an overnight stay, qualifies for up to one-hundred percent (100%) of the meal reimbursement (Reduced by any meals provided). If this day is also the day of return, it two, is subject to the seventy-five percent (75%) limitation and the requirement of six (6) or more hours in travel status.
6. On the return trip, a meal reimbursement is allowed only if the traveler is in travel status for six (6) or more hours on the day of return (measured from the beginning of the day at the location from which the traveler returns), in which case the traveler may be reimbursed up to seventy-five percent (75%) of the full day meal reimbursement limit.
7. Reimbursements for meals on the days of departure and return are not taxable to the traveler.
8. A traveler provided a meal on the day of departure or return at no additional cost to himself must reduce the reimbursement claimed by the amount appropriate to the meal provided. It is possible that this disqualifies the traveler from any meal reimbursement from the State.

Example 1: A traveler flies from Phoenix to Chicago for a two-day—Tuesday and Wednesday--conference. He leaves for the conference on Monday and returns to Phoenix on Thursday. Assuming the then in effect Full-Day meal and incidentals reimbursement limit for Chicago is \$64, on Monday, he will be entitled to be reimbursed up to 75% of Chicago’s Full-Day meal and incidental reimbursement, or \$48.00 (\$64.00 x .75 = \$48.00). On Wednesday, he will be entitled to be reimbursed up to 100% of Chicago’s Full-Day meal and incidental reimbursement or \$64. On Thursday, he will be entitled to up to 75% of Chicago’s Full-Day meal and incidental reimbursement, or \$48.00 (\$64.00 x .75 = \$48.00). These amounts would be reduced by meals he was provided by others. So, if upon arrival in Chicago, the meeting’s host bought him dinner, he would have to deduct \$35.00, the Chicago dinner reimbursement limitation (assuming the then current Chicago reimbursement were \$64.00 and the dinner amount \$35.00), from the amount he would be allowed to claim.

9. For travel days involving overnight stays that are neither the day of departure nor the day of return a traveler may be reimbursed up to the Full-Day Meal Reimbursement Rates for the applicable date and location. The Full-Day Reimbursement Rates are limits for actual meal expenses incurred, not a fixed per diem or allowance amount.
10. A reimbursement of actual expenses up to the applicable Full-Day Reimbursement Rate may be claimed, no matter the meal or meals upon which the amounts are spent.

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 540-02
	Section: 500 Travel
	Page 3 of 3
	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Meals Involving Overnight Stays	Effective date: 01/01/2017
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 2/12/2020

Example: The Full-Day Reimbursement Rate for a given location is \$59. The traveler qualifies for an entire day’s reimbursement, up to \$59, whether that amount was spent on three meals, two meals or on an expensive dinner. It must be borne in mind, however, that this is a reimbursement and the amount or amounts claimed must actually have been spent for meals by the traveler.

11. The Full-Day Reimbursement Rate shall be reduced for any meal provided at an event or otherwise paid for by some entity other than the traveler.

Example: A traveler attends a conference at which lunch is served without additional cost to the traveler in a location that has a Full-Day Reimbursement Rate of \$59. The amount of meal reimbursement the traveler may claim is up to \$44 (i.e., the \$59 full-day rate minus the \$15 of the full-day rate that is applicable to lunch).